

CINCINNATI POLICE DEPARTMENT



STAFF NOTES

Colonel Thomas H. Streicher, Jr., Police Chief
January 21, 2003

<u>ITEM</u>	<u>SUBMITTED BY</u>
1. <u>COURT HOLIDAY – PRESIDENT’S DAY</u>	RECORDS SECTION
2. <u>BRITISH PETROLEUM (BP) FUEL CARD PROBLEMS</u>	FLEET MANAGEMENT UNIT
3. <u>RESERVISTS ORDERED TO ACTIVE DUTY</u>	PERSONNEL SECTION
4. <u>CALEA TIME SENSITIVE REPORT MATRIX</u>	INSPECTIONS SECTION
5. <u>THANK YOU LETTERS</u>	CHIEF’S OFFICE
6. <u>REVISION OF PROCEDURE 12.225, VEHICULAR CRASH REPORTING</u>	PLANNING SECTION
7. <u>REVISION OF PROCEDURE 12.715, PROPERTY AND EVIDENCE: ACCOUNTABILITY, PROCESSING, STORAGE, AND RELEASE</u>	PLANNING SECTION
8. <u>COMMENDATION</u>	CHIEF’S OFFICE

1. COURT HOLIDAY - PRESIDENT'S DAY

On Monday, February 17, 2003, the Hamilton County Municipal Court will celebrate President's Day. Room A will be open in the a.m. only, all other courtrooms will be closed.

Police officers are reminded not to issue citations of any type requiring a court appearance on this date.

2. BRITISH PETROLEUM (BP) FUEL CARD PROBLEMS

In an effort to reduce and eliminate BP fuel transaction problems, all personnel assigned a BP fuel card must comply with the following:

If, while using the outside card reader on the gas pump, the prompt for the vehicle number and/or the odometer reading does not display on the electronic readout, stop the transaction and go inside for assistance from the BP clerk. Please be certain that the vehicle equipment number and the odometer reading information are entered for the transaction. This entry can be accomplished electronically by the clerk or hand-written on the clerk's receipt by the cardholder/Department employee. Personnel must not print a receipt at the pump and write the information on it. Forward all receipts to Kathy Bardua at Fleet Services.

3. RESERVISTS ORDERED TO ACTIVE DUTY

Due to potential problems with IRAQ, some employees who are in the military reserve units are being ordered to active duty. It is the policy of the City to continue full pay and benefits for the employees who are ordered to active duty in support of this situation.

The employees will be carried as detailed the same as they were after the 9/11 call up.

This policy is intended only for employees ordered to active duty to serve due to the potential IRAQ situation.

The rules governing the use of this leave are explained in the Human Resources Department Personnel Policies and Procedures, Chapter III, 3.4, 14 (pages 3-21 to 3-22 dated 5/01). Particular attention should be paid to subsection B that details the method of computing military pay for deduction from the employee's paycheck. The gross pay adjustment noted in this section should be made on a continuous basis rather than at the end of active duty time.

Questions may be directed to Mike Keck, Human Resources Department, at 352-2424.

4. CALEA TIME SENSITIVE REPORT MATRIX

CALEA requires a number of time sensitive reports. A hot link has been added to the official Department wallpaper used on all Department computers. Clicking on the hot link will lead to a matrix, listing the type of required documents, the responsible unit, the applicable CALEA standard, the frequency of the report and the due date. Several definitions have been added to help in the preparation of the documents. Department personnel responsible for these reports may contact Sgt. Don Murnan or PO Amy Stevens at 564-1870 with any questions.

5. THANK YOU LETTERS

[Attached](#) to these Staff Notes are two thank you letters. The first is from Retired Common Pleas Court Judge Norman A. Murdock for the service provided by several officers in District Three. The second letter is from James E. Rogers, Chairman, President and Chief Executive Officer of Cinergy Corp., for the assistance that his work crews received from District One officers on New Year's Eve.

6. REVISION OF PROCEDURE [12.225](#), VEHICULAR CRASH REPORTING

Procedure 12.225, Vehicular Crash Reporting, has been revised. Officers do not need to notify Police Communications Section (PCS) when the driver of a vehicle requests a private wrecker at the scene of a crash. PCS will no longer record that information in the CAD system.

This revision is effective immediately. Personnel should review this procedure in its entirety. The procedure is available on the Intranet and on the Department web page at www.cincinnati-police.org.

**7. REVISION OF PROCEDURE 12.715, PROPERTY AND EVIDENCE:
ACCOUNTABILITY, PROCESSING, STORAGE, AND RELEASE**

Procedure 12.715, Property and Evidence: Accountability, Processing, Storage, and Release, has been revised. Section F.6. was deleted to reflect Staff Note Item CUSTODY OF PROPERTY FOR GRAND JURY, published 8/12/02. Section F. has been renumbered. Changes were made in Section D.1. and N.1. Section O.a.1., 2. and 3. were also deleted.

These revisions are effective immediately. Personnel should review this procedure in its entirety. The revised procedure is available on the Intranet and on the Department web page at www.cincinnati-police.org.

COMMENDATION FOR THE WEEK OF 01/19/03-01/25/03

DISTRICT FOUR

POLICE OFFICER LINDA SIMS

On November 24, 2002, Police Officer Linda Sims was dispatched to 634 Gholson Avenue for a report of an attempted auto theft. While speaking with the complainant, Mr. Otis Edwards, Officer Sims noticed that he appeared ill. Officer Sims called for a rescue unit and suggested that he go to the hospital for examination. Initially, Mr. Edwards was opposed to the idea but Officer Sims was able to persuade him. During his examination at Christ Hospital, Mr. Edwards was told that he was in cardiac arrest and would not have survived had he waited another hour before responding to the hospital. Officer Sims' keen observation and concern for Mr. Edwards was instrumental in saving his life. Officer Sims is deserving of this commendation for her observation and quick response to a citizen's medical needs.

MURDOCK GOLDENBERG SCHNEIDER & GROH

A LEGAL PROFESSIONAL ASSOCIATION

700 WALNUT STREET, SUITE 400
CINCINNATI, OHIO 45202-2011

TELEPHONE (513) 345-8291
FACSIMILE (513) 345-8294

OF COUNSEL
NORMAN A. MURDOCK

Direct Dial: (513) 345-8883

January 8, 2003

Col. Thomas Streicher
Chief of Police
Cincinnati Police Department
310 Ezzard Charles Drive
Cincinnati, Ohio 45202

Re: District 3, Officers Greg Kantz, Brian Key and Scott Radigan

Tom
Dear Chief Streicher:

This letter is written for two purposes:

First, I want to thank and commend Officers Kantz, Key and Radigan for their prompt response to a call I made to District 3 on December 31, 2002. These three fine officers acted in a thoughtful, courteous and professional manner in an investigation of a possible criminal matter, which thankfully turned out to be nothing. Their timely follow up and the return visit by Officer Radigan advising me of the results of his investigation reporting that nothing unlawful or inappropriate occurred was most reassuring. You can be very proud of these men and the manner in which they conducted themselves. Please extend to them my appreciation and commendation.

I am also writing to thank you, Captain Raabe and all other police officers involved for their tremendous performance and work which recently has and continues to take place dealing with crime, particularly drug trafficking in East Price Hill including the area surrounding Holy Family church and school. As you know, this neighborhood has been victimized by crime particularly drug trafficking. The recent increased attention given and arrests made by your officers has not gone unnoticed and is deeply appreciated by all of us. If this intervention had not occurred and if it does not continue to occur in the same determined and concentrated manner, Cincinnati will lose a prized neighborhood along with many fine and law abiding citizens who will abandon it to crime, bedlam, deterioration and ruin. I was raised on Purcell Avenue beginning in 1931. As an adult, I left Cincinnati for a period of time returning in 1995 from Delhi Township to East Price Hill and Holy Family parish both of which I dearly love. Many of my friends thought I was crazy to leave Delhi, a relatively crime-free community, and move into Cincinnati, particularly East Price Hill, because of crime in the area. I must admit that I have had serious and growing concerns beginning about 2 years ago when I observed the

neighborhood changing for the worse, deterioration of housing, fine residents moving out while street crime, including drug trafficking, was occurring and increasing rapidly before our very eyes. The work that your officers are doing is sorely needed and must continue. As a common pleas court judge, now retired, I too am fully aware of what crime and drugs do to a neighborhood and its residents. We all know the history and significance of Price Hill, its worth and its many contributions in every conceivable way. Many who have grown up in Price Hill and/or attended it's schools have made great and positive impacts locally, statewide and nationally. We must protect our heritage and build upon it. Please have your officers continue their work in our neighborhood. Don't let us down.

Again, I thank you and your officers for all you do for us. We salute and support you.

Sincerely,

A handwritten signature in black ink, appearing to read 'NAM' with a stylized flourish at the end.

Norman A. Murdock
Judge, retired

NAM/cp

cc: Capt. Andrew Raabe, District 3
Mayor Charles Luken
Members of Cincinnati City Council (8)
Fr. Steve Angi, Pastor, Holy Family Church
Mr. and Mrs. Buddy LaRosa
Mr. and Mrs. Bill Burwinkel
Mr. and Mrs. Bob Fitzpatrick

Cinergy Corp.
139 East Fourth Street
Suite 3019
P.O. Box 960
Cincinnati, OH 45201-0960
Tel 513.287.2888
Fax 513.287.3116

JAMES E. ROGERS
Chairman, President &
Chief Executive Officer

January 13, 2003



Colonel Thomas H. Streicher, Jr.
Police Chief
City of Cincinnati
310 Ezzard Charles Drive
Cincinnati, OH 45214

Dear Chief Streicher,

On New Year's Eve, a Cincinnati Police Officer reported wires (low voltage) down, probably due to gunfire, in the vicinity of 15th Street and Republic Street in Over-The-Rhine. A two-person Cinergy electric trouble crew responded and was met by two police officers at the scene.

While our crew was working, the two officers were called away to investigate a shooting nearby. As the crew was completing their work, a group of youths approached within approximately 20 feet. One of the youths pulled what appeared to be a nickel plated handgun and fired several shots in the air. The crew immediately left the area and reported the incident to the Cincinnati Police Department.

A second outage was later reported at the same location with wires down (high voltage), also due to gunfire. The same crew responded with a police escort and found the wires energized on the street. Repairs were made without incident.

The purpose of this letter is to thank the Cincinnati Police Department for assisting our crew on New Year's Eve and in other situations. We have had a few occurrences in the past couple of years in which our employees have felt unsafe and asked for a police escort when performing work in or near Over-The-Rhine. Our dispatchers and security group have praised District 1 personnel for always being helpful and responsive.

We look forward to continued cooperation and support from the Cincinnati Police Department, as we strive to provide for our customers needs while ensuring the safety of our employees and the public.

Sincerely,

A handwritten signature in black ink, appearing to be "J. Rogers", written over a horizontal line.

cc: Mayor Charlie Lunken
Valerie A. Lemmie

12.225 VEHICULAR CRASH REPORTING

Reference:

Traffic Crash Report Procedures - State of Ohio
 Department of
 Highway Safety
 Ohio Revised Code 1533.121 - Deer Killed by Motor
 Vehicle
 Ohio Revised Code 2935.28 - Property Owners to be
 Provided with Names of
 Persons Charged with
 Damaging Their Property
 Procedure 12.035 - Reporting Police Vehicular
 Accidents and Damage
 Procedure 12.106 - University Air Care Helicopter
 Procedure 12.210 - Traffic Control: Major
 Thoroughfares
 Procedure 12.226 - Aircraft Crash Response and
 Reporting
 Procedure 12.230 - Fatal Crash Investigation and
 Placement of Related Charges
 Procedure 12.235 - Driving Under the Influence
 (DUI): Processing and Arrest
 Procedure 12.265 - Wrecker and Towing
 Procedure 12.270 - Impounding, Moving, and Release
 of Vehicles
 Procedure 12.435 - Reporting Conditions Affecting
 Other Departments - Form 318
 Procedure 12.715 - Property and Evidence:
 Accountability, Processing,
 Storage, and Release
 Manual of Rules and Regulations - 2.03
 Standards Manual - 61.1.5, 61.2.1, 61.2.2, 61.2.3,
 61.2.4, 61.3.2, 82.2.3, 83.2.6

Purpose:

Assign responsibility for investigating and reporting vehicular crashes.

Ensure compliance with the State of Ohio Department of Highway Safety's Traffic Crash Report procedures.

Policy:

Officers will conduct a thorough investigation and accurately document vehicular crashes while making every effort to ensure the safety of the community and return the roadway to a normal traffic pattern.

Information:

A Vehicle Crash Report Log will be maintained at each district and will serve as the source for the crash report number to be entered on the OH-1. After all crash report numbers from a log sheet have been used the sheet will be removed from the log and forwarded to the collator.

Procedure:**A. Investigation Assignment**

1. Traffic Unit is responsible for investigating and reporting the following vehicle crashes:
 - a. Fatal crashes
 - b. Potentially fatal crashes
 - c. Spectacular or unusual crashes requiring detailed and extensive investigation
 - d. Interstate highway crashes, if available
 - e. Hit-skip follow-up investigations
2. Districts are responsible for investigating and reporting the following vehicle crashes:
 - a. Non-life threatening injury crashes
 - 1) Non-life threatening injuries can include broken bones, cuts, and bruises when vital signs indicate the victim is in no apparent danger.
 - b. Non-injury, property damage crashes
 - 1) This includes most hit-skip crashes and fender-bender type collisions

B. Vehicular Crash Investigation

1. The responding officer will:
 - a. Determine if there are injuries and if medical aid is necessary.
 - b. Request a supervisor if injuries are serious.

- c. Request Police Communications Section (PCS) dispatch fire rescue equipment if needed.
- d. Protect the crash scene.
- e. Have the drivers remove all vehicles from the roadway, if possible, and then complete all necessary paperwork.
 - 1) Under no circumstances will officers attempt to move a motor vehicle when the following circumstances exist:
 - a) A vehicle carrying Hazardous Materials (HAZMAT) has overturned or received significant structural damage.
 - b) The vehicle is involved in a fatality or potential fatality.
 - 2) Before having drivers remove vehicles from the roadway, ensure:
 - a) Any injuries will not increase in severity because of the movement.
 - b) The driver of the vehicle may legally operate the vehicle; i.e. the driver is not intoxicated, etc. Retain all driver licenses until the investigation is completed.
 - c) The vehicle has no major defects that may cause the driver to lose control.
 - d) The driver has full instructions as to where they are to exit the roadway and where to meet the investigating officer. Ensure that the place where they are to meet the investigating officer is a safe haven while they wait.
- f. Conduct a complete investigation.
 - 1) Investigating officers will process any Polaroid photos taken at the crash scene as evidence to be held for court.

- a) Label each Polaroid including the OH-1 report number.
- g. Determine the need for other departments or agencies for such damage as gas leaks, down wires, damaged buildings, broken or down telephone poles, damaged fire hydrants, hazardous material spills, etc.
- 1) Notify District desk personnel of damage. District desk personnel will report damage to Public Works Customer Service by phone at 591-6010.
 - a) Public Works will determine the agency responsible for the property damaged and make the proper notification.
 - 2) Complete a Form 318, Conditions Affecting Other Departments Report, including the OH-1 Crash Report number when conditions require action by other city departments or the Ohio Department of Transportation.
 - a) Officers will forward the Form 318 and two copies to the district/unit collator with the OH-1 Crash Report.
 - 1] The original Form 318 will be forwarded and faxed to the Public Works Customer Service Office by the district/unit collator.
 - 2] The copies will be forwarded to the City Solicitor's Office and filed at the initiating unit by district/unit collator.
 - 3] The collator will forward a copy of the Form 318 to the Ohio Department of Transportation if conditions require action by that agency.

- 3) When a fire hydrant is struck, request the Fire Department respond to assess damage and handle necessary repairs.
- h. Request wreckers when needed.
- i. Have the drivers involved in the crash complete a Form 528, Driver or Person Involved in Accident, to exchange necessary information: name, address, telephone number, insurance information, vehicle information, etc.
 - 1) When a crash causes damage to property, upon request of the property owner, the investigating law enforcement agency will provide the name of the driver if charged with a violation of a city ordinance or state statute.
 - a) Law enforcement agencies and their employees acting in good faith are not civilly liable.
 - 2) Refer requests for information or copies of completed OH-1 Crash reports to Records Section.
- j. If the crash involves city equipment, the responding officer will request a supervisor of the city driver involved respond to the scene.
 - 1) The supervisor of the involved employee will complete the city accident form and indicate on it the findings of the investigating officer. Administrative action will be taken if the employee is found at fault.
2. Crashes involving an on-duty or off-duty police officer or in fatal, potentially fatal, serious injury, or unusual crashes, the investigating officer will request a supervisor respond to the scene. The supervisor will:
 - a. Determine if a Traffic Unit investigator is needed.

- b. Determine if the Night Chief or district officer in charge is needed.
 - c. Ensure a complete investigation is made.
- 3. Reports at district stations
 - a. District personnel will prepare a Form OH-1 and other necessary forms when a citizen appears at the district to report a crash.
- 4. Reporting crashes on private property:
 - a. PCS will not dispatch police personnel to vehicular crashes on private property unless it involves an injury, hit skip, or the vehicles are not driveable.
 - 1) PCS will advise participants involved to respond to the nearest district to file a report.
 - 2) If dispatched to the scene of a vehicular crash on private property, the officer will make the report.
 - 3) Police personnel witnessing or coming upon the scene of a vehicular crash on private property will make the crash report.
- 5. Reporting crashes involving Hamilton County vehicles inside the city limits
 - a. Department personnel will investigate and complete a report for all auto accidents involving county vehicles inside the city limits.
 - b. PCS will notify Hamilton County Communications Center of all auto accidents involving county vehicles with serious injuries or fatalities.
 - 1) Hamilton County Sheriff's Office Traffic Section personnel may respond and monitor the auto accident investigation.

C. Form OH-1, State of Ohio Traffic Crash Report

1. The investigating officer must complete a Form OH-1 for all crashes which involve a motorist or non-motorist.
 - a. Complete a Form 533, Hit and Run Supplementary Report, in all unsolved hit-skip crashes and attach it to the Form OH-1.
 - 1) Information on unsolved hit skip vehicles is recorded on the Form 533, not the OH-1 Crash Report.
2. Print all information with a black ink ballpoint pen only.
3. Obtain a crash report number from the Form 683, Vehicle Crash Report Log, located at each district.
 - a. The investigating officer will obtain this number from the district in which the crash occurred.
 - 1) This number may be obtained via telephone or MDT.
 - b. The investigating officer will insert the OH-1 crash report number on the crash report.
 - c. The investigating officer will leave a copy of completed fatal, unusual, or serious injury crash reports at the affected district. Traffic Unit will fax a copy of these types of crash reports to the affected district. Desk personnel will use these reports when releasing information to the news media.
 - 1) Crash reports will normally be available within three to five days at Records Section.
 - d. Off-duty detail officers will process the crash report upon completion of the detail at the district in which the detail was worked.

- e. Completed Crash Report Logs will be stored at the district of use and one copy of the completed log will be forwarded to Records Section.
 - 1) Records Section will verify the information on the log and return a completed copy to the affected district after being signed by a Records Section employee.
- 4. Before ending a tour of duty, the investigating officer must submit the completed Form OH-1 to his supervisor.
 - a. When an investigation extends beyond the investigator's tour of duty, the investigator will obtain authorization from a supervisor to continue working. At the discretion of the immediate supervisor, completion of the investigation and report may be assigned to the following shift.
- 5. A supervisor will review the completed crash report for accuracy and forward it to a collator. The collator will log the auto accidents on the Auto Accident Summary and forward to Crime Analysis by the 10th of each month. The collator will also ensure the reports are hand carried to Traffic Unit by 0900 hours each weekday.
- 6. Complete an Form OH-1, Ohio Traffic Crash Report Supplement, using the original report number if additional information is obtained after completing and forwarding the original report.
- 7. Police Records Section will separate and forward the top copies of pages 1-3 of the OH-1 and any supplemental reports to the Ohio Department of Public Safety. The bottom copies pages 1-3 and any supplemental reports will be forwarded to Traffic Engineering.
 - a. The information will be entered into the Optical Imaging System by Records Section prior to forwarding.

D. Deer Killed by Motor Vehicle

1. Ohio Revised Code 1533.121 allows the release of a deer carcass to the driver of the vehicle hitting and killing the deer. If the driver does not want the carcass, it may be released to a public or private institution or charity. The following rules govern release of the deer carcass.
 - a. The driver must be an Ohio resident. The private or public institution or charity must be an Ohio institution or charity.
 - 1) Hamilton County Communications Center has a list of institutions and charities willing to accept the deer carcass.
 - b. The crash that kills the deer is reported within 24 hours.
 - c. The driver, institution, or charity agrees not to sell or give away the deer. The driver and the driver's immediate family or the inhabitants of the institution or charity receiving it will eat the deer.
2. If an individual comes to a district to report and claim a deer killed by a motor vehicle, the investigating officer should inspect the carcass to be sure the injuries are consistent with a motor vehicle accident (e.g., no gun shot wounds).
 - a. If the injuries are questionable or inconsistent with a motor vehicle accident, do not release the carcass and request PCS to contact a local Wildlife Officer.
 - b. Illegal deer killing is a violation of ORC 1531.02 and is a third degree misdemeanor.

3. Releasing a deer to the driver or charitable institution
 - a. Complete a Form 21, Ohio Division of Wildlife Deer Killed by Motor Vehicle. The officer will sign his name and badge number in the section for the Game Protector's signature.
 - 1) Each district maintains a supply of the Form 21. Additional copies of the Form 21 are available at the Police Supply Unit.
 - b. Give the yellow copy of the Form 21 to the person or institution taking possession of the deer as a receipt for the carcass.
 - c. Attach the white copy of the Form 21 to the OH-1.
4. If neither the driver nor a charitable institution wants the deer, contact Public Works at 591-6010 to dispose of the carcass. Complete and forward the Form 21 to the Traffic Unit.
 - a. Traffic Unit will:
 - 1) Send a copy of the top portion of Form 21 to the Division of Wildlife (Xenia Office) biweekly.
 - 2) Keep a copy of Form 21 for Department records.

12.715 PROPERTY AND EVIDENCE: ACCOUNTABILITY, PROCESSING, STORAGE, AND RELEASE

Reference:

Procedure 12.615 - Deceased Persons/Prisoners
 Procedure 12.705 - Property Confiscation
 Procedure 12.720 - Evidence: Submitting for Physical Analysis
 Procedure 12.725 - Blood Drying Facility: Processing of Evidence Exposed to Bloodborne Pathogens
 Standards Manual - 46.1.3, 55.2.4, 61.2.3, 74.4.1 , 83.1.2, 83.3.1, 84.1.1, 84.1.2, 84.1.3, 84.1.5, 84.1.7

Information:

Police Department personnel are responsible for the inventory of all property that comes into their custody and also for the inventory of all property when turned over to another source. Inventory of property is necessary through the entire transaction process unless the property is in a Police Department evidence envelope or bag, and is properly sealed with Police Department evidence tape.

Procedure:

A. Non-personal Property

1. When property other than personal property found on prisoners or property submitted for analysis comes into the custody of Department personnel or Cincinnati Private Police officers (items to be processed at district of detail assignment), they will:
 - a. Prepare the property for the Court Property Unit.
 - b. Complete a Form 330, Property Receipt.
 - 1) All Forms 330 pertaining to one arrest or case will have the same officer listed as the primary officer.
 - 2) A copy of Form 330 is to be issued to the subject from whom the Department confiscated the non-personal property.

- c. Enter the property in the district/section/unit property book.
 - d. Put the property in the property locker, along with the property locker key.
 - e. The district/section/unit commander will maintain control of the master key for the property lockers. The master key is required to reopen the lockers once they are locked.
2. A unit/shift supervisor will review all Forms 330 for accuracy and place his name and badge number in the block provided.
- a. Send all copies of the Form 330 with the property to the Court Property Unit by 0830 hours, Monday through Friday.
3. Court Property Unit personnel will:
- a. Inspect the property for correct packaging and completeness of tags and receipts.
 - 1) Property incorrectly prepared and tagged will not be accepted.
 - b. Date and initial Form 330, assign the location number, and put the property number on each copy.
 - 1) White copy of Form 330 is filed at Court Property Unit.
 - 2) Yellow copy of Form 330 is given to delivering officer for filing in the unit.
 - a) A supervisor designated by the district/section/unit commander will be sure the location and property numbers are entered in the district/section/unit property book.
 - c. Enter all submitted property into the Automated Control of Evidence (ACE System) computer database. A bar code identifier is generated and assigned to each individual item.

4. To avoid recalling personnel after normal business hours, submit the property to the safe located in the lobby of the Criminal Investigation Section (CIS), 824 Broadway, 5th floor. The safe has a night deposit drum.
 - a. Submit items, currency, and drugs valued at \$1,000 or more. Hold all other items in the district or unit property facility for submission to the Court Property Unit on the next business day.
 - 1) General Vice Enforcement Unit and Street Corner Unit may retain \$5,000 or less in currency in their safes.
 - 2) General Vice Enforcement Unit and Street Corner Unit may retain drugs in their safes if the quantity can be placed there in its entirety. Drug evidence too bulky for such placement will be taken directly to the Court Property Unit in accordance with established procedures.
 - 3) Recall Court Property Unit personnel, with approval of a captain or above, if the property is valued at more than the above value and/or cannot be stored as indicated above.
 - b. Officers must record property in the district or unit property book before delivery to CIS.
 - c. Evidence, including packaging, must be smaller than 14" x 5" x 4".
 - d. Submit evidence properly packaged and sealed with evidence tape.
 - e. Attach properly completed property receipts and tags.
 - f. Officers will report to the CIS desk officer who will unlock the night deposit bin.
 - g. Officers must sign the property log maintained by the CIS desk officer.

- h. Court Property Unit personnel will pick up items from the safe at the beginning of each business day. Two members of the Court Property Unit will check and audit the items. Discrepancies will be brought to the attention of the district or unit supervisor and the Evidence/Property Management Section Commander.

B. Personal Property Found on Prisoners

- 1. Property found on prisoners but not needed for court will accompany those prisoners transported directly to the Hamilton County Justice Center or Juvenile Detention and removed there.

C. Coroner's Cases

- 1. The following personal property accompanying bodies to the Hamilton County Coroner's Office will be retained by the coroner: clothes, billfold, money, jewelry, medicine bottles, etc., as required in Procedure 12.615. The morgue attendant will issue a receipt to the delivering officer for inclusion in the unit's file.
- 2. Process other property not accompanying the body to the morgue through the appropriate unit property book. Mark the Form 330 "Hold for Coroner."
 - a. Deliver property processed through units other than CIS to the Court Property Unit.
 - b. Property requiring special handling by Homicide Unit personnel will be processed by the Criminalistics Squad, as permitted in Procedure 12.615, and may be taken directly to the Coroner's Office or processed at CIS pending delivery.
 - 1) The officer delivering evidence to the Coroner's Office completes a Form 330, accompanied by a Property Location Card signed by the officer.
 - 2) Process all copies of Form 330 through the Court Property Unit by the next business day.

- c. The Homicide Unit is responsible for delivery of all property held for the Coroner's Office. The Court Property Unit is responsible for the return of all property to the Court Property Unit when ready for release to the Police Department.
- 3. The Coroner's Office will return the following property:
 - a. Homicide cases - All property determined to be evidence, including the fatal weapon.
 - 1) Motor vehicles will be evaluated individually.
 - 2) The decision to retain or return is made by the Coroner's Office.
 - b. Questionable deaths later determined not to be a homicide - Property related to the death, but not the property of the deceased.
 - c. Suicide cases - Property related to the suicide.
- D. Air-Dried Property
 - 1. Contact a Homicide Unit supervisor for further instructions as directed in Procedure 12.725. If a Homicide unit supervisor is not available, contact a Homicide Unit investigator or CIS supervisor.
- E. Release of Property at Recovering Unit
 - 1. The claimant will sign a Form 330 for any property released by the recovering unit.
 - a. The recovering unit will file all three copies.
- F. Release of Property at the Court Property Unit
 - 1. Court Property Unit personnel will release property according to their standard operating procedure (SOP). Personnel will be sure they release property to the rightful owner and obtain a signature on the ACE System's Property Withdrawal Receipt.

- a. A Cincinnati police officer or private police officer may not check out property to deliver it to its rightful owner.
2. A Department employee or private police officer removing property from the Court Property Unit for court, identification purposes, test firing, etc., must complete and sign an ACE System Property Withdrawal Receipt provided by the clerk. The Department employee or private police officer is responsible for the return of the property to the Court Property Unit. The clerk will verify the identity of the individual by checking his police identification card, through personal knowledge, or by having his identity established by other personnel known to the clerk.
3. Property is normally returned to the Court Property Unit clerk on the same day it is checked out. It is the responsibility of the person returning the property to ensure the ACE System Property Withdrawal Receipt is appropriately marked indicating the return of the property.
 - a. Mark property tags and envelopes when returning property to indicate whether there is further need for its use.
4. When unable to return property on the day it is checked out, the officer must notify the clerk of the circumstances on the next business day.
 - a. Officers unable to return property on the same day will return it to their unit's property room and log it into the unit property book.
 - b. Private police officers unable to return property on the same day will return it to District One.
5. The clerk will review the file for property not returned each day. The clerk will initiate an inquiry into the status of all property not returned within two days.

6. If the court directs the release of property, direct the person to retrieve the property at the Court Property Unit. The arresting officer will not release the property directly to any person in the courtroom.
 - a. Police officers will not request the court to release any property for their personal use.
 7. Hamilton County Juvenile Court will retain custody of property entered into evidence in all juvenile cases.
 - a. Police Officers will obtain the prosecutor's signature, printed name, and date in the "Turned Over to Court" section of the ACE System's Property Withdrawal Receipt.
 - b. The officer will return the completed receipt to the Court Property Unit.
 8. Property retained at the Hamilton County Grand Jury property room shall follow same procedure as above, Sections 7. a. and b.
- G. Property Requiring Special Processing
1. Money or jewelry in excess of \$100
 - a. The amount of money or jewelry must be verified by a supervisor in the presence of the recovering officer.
 - b. A supervisor will verify the contents of the property envelope, placing his signature in the space provided on the envelope.
 - 1) Photograph (Polaroid) all jewelry that comes into Department possession. The recovering officer will place the photograph inside the property envelope.
 - c. A supervisor will ensure the property is properly marked and entered in the property book. The supervisor will sign the property receipt.

- d. The property will then be placed in the property locker, along with the property locker key.

2. Controlled substances

- a. A controlled substance is any drug, compound, mixture, preparation, or substance included in Schedule I, II, III, IV, or V. Any drug requiring a prescription for dispensation is also a controlled substance.
- b. A supervisor will verify the weight of the drug or substance, the weight recorded on the Form 330, and the weight listed on the property envelope. The supervisor will conduct the verification in the presence of the recovering officer.
- c. A supervisor will ensure the property is properly marked and entered in the property book. The supervisor will sign the property receipt.
- d. The property will then be placed in the property locker, along with the property locker key.

3. The presence of a supervisor is required when any property listed in Sections G.1. and G.2. is placed in or removed from a unit property room. Remain until the transaction is completed.

4. Potentially hazardous materials

- a. Potentially hazardous material is any property possibly contaminated by blood or other body fluids.
- b. Place biohazard warning labels on all property possibly contaminated by blood or other body fluids. Ensure the label is plainly visible to other personnel handling the property.
- c. Use a syringe transport container to package any needle coming under police control. Place a biohazard warning label on the container.

- d. The property will then be placed in the property locker, along with the property locker key.

H. Perishable Property Requiring Refrigeration

1. Store in the refrigerator located at the Court Property Unit.
 - a. When the Court Property Unit is closed, use the CIS refrigerator.
 - 1) Complete a Form 330 and mark "Held at CIS".
 - 2) Mark the unit property book at the originating unit "Held at CIS".
 - 3) Deliver the property and all copies of Form 330 to CIS desk personnel.
 - 4) CIS desk personnel will receive the property and make an entry in the CIS refrigerator property book.
 - 5) CIS desk personnel will sign and date the reverse side of all copies of Form 330.
 - b. Court Property Unit personnel will pick up the property from CIS each weekday morning and transfer it to the refrigerator in the Court Property Unit. The transferring officer will note the transaction by making an entry in the CIS refrigerator property book.
 - 1) The Court Property Unit will assign a property number on the Form 330. The delivering officer will take the yellow copy of the Form 330 to his unit of assignment.
 - 2) The Court Property Unit retains the white copy for their files.

I. Storing Gasoline Powered Vehicles

1. Take mopeds, power lawn mowers, or other gasoline powered objects to the Impound Unit for storage.
 - a. Report mopeds on a Form 301, Incident Report.

- b. Report power lawn mowers or any items other than vehicles using gasoline on a Form 330 along with the white Form 64, Property Tag or the yellow Form 327, Court Tag.

J. Storing of Flammable Liquids, Fireworks, etc.

1. Flammable liquids such as gasoline, kerosene, fuel oil, or similar substances capable of ignition, burning with extreme rapidity, capable of creating an explosion, or suspected of having such characteristics are kept in a locked outdoor storage facility under the control of the Impound Unit.
2. Summon a supervisor if there is any doubt about the safe transportation of the above substances to the Impound Unit. If necessary, call the Fire Department to assist in the safe transportation of volatile substances.
 - a. After normal business hours, contact a captain or above for authorization to recall Impound Unit personnel.
3. If the flammable liquid requires analysis:
 - a. Obtain a suitable specimen container from the Impound Unit. Transfer liquid to the container, properly seal, and identify with recovering officer's name and badge number.
 - b. The specimen, along with the Evidence Submission Sheet completed by the recovering officer, will be picked up from the Impound Unit by Court Property Unit personnel. The Court Property Unit will have the specimen analyzed according to Procedure 12.720. After analysis, return the specimen container to the Impound Unit storage facility.
4. Form 330, Property Receipt
 - a. The Impound Unit will forward the Form 330 to the Court Property Unit if no analysis is requested.

b. Upon completion of the processing, Court Property Unit will distribute the copies as follows:

- 1) Yellow copy to the commander of the district/section/unit.
- 2) White copy retained at the Court Property Unit.

5. Contact the Fire Department's Fire Prevention Bureau, Fifth and Central Avenues, whenever high powered explosives are encountered.

K. Identifiable Property

1. The recovering officer will initiate a computer check on all identifiable property bearing a serial or model number, manufacturer's name, etc.
2. The recovering officer will indicate completing a computer check and necessary follow-up by listing the checking officer's name and badge number in the lower right-hand portion of the Form 330.
3. If recovered property is a result of a computer query:
 - a. Cincinnati Police Department Entries - Note the facts on a Form 311, Incident Closure Report, and route to Records Section for cancellation of the computer entry.
 - b. Other agencies' entries - Notify the CIN-1 operator at Police Communications Section (PCS) and provide the recovery data. The CIN-1 operator will teletype the information to the originating agency for their removal from the computer file.
4. If the property is not identifiable, note "NA" in the lower right-hand portion of the Form 330, along with the officer's name and badge number.
5. To ensure proper processing and identification of firearms, refer to Procedure 12.705.

L. Form 330, Property Receipt

1. When forwarding articles such as guns, TVs, CB radios, bicycles, lawn mowers, watches, or any other items which have an identifiable serial number to the Court Property Unit, the forwarding unit should include the following information on the Form 330:
 - a. Type of item
 - b. Brand name
 - c. Serial number
 - d. Model number
 - e. Color
 - f. Characteristics which would aid in identification of the item
 - g. Name and badge number of processing officer checking computer files

M. Safes, Bicycles, and Large Evidence

1. Take the property directly to the Court Property Unit during normal business hours.

N. Fraudulent Checks

1. Fraudulent checks are maintained in case jackets, in a secured location, by the assigned Financial Crimes Squad investigators or district investigator and are not delivered to the Court Property Unit.
2. Enter checks received into the Check Complaint Book maintained in the Financial Crimes Squad office. Entries will consist of the:
 - a. Complainant's name and address.
 - b. Suspect's name.
 - c. Charge.
 - d. Assigned investigator.
 - e. Amount of the check.

f. Date received.

3. Checks remain a part of the file and will not be disposed of after the court disposition.

O. Fraudulent Prescriptions

1. Fraudulent prescriptions are maintained in case jackets, in a secured location, by the assigned Pharmaceutical Diversion Unit investigators and are not delivered to the Court Property Unit.
2. Provide pharmacies with a Form 328, Prescription Receipt Form, (pharmacy - top copy, case jacket - bottom copy) for prescriptions kept as evidence.
3. Prescriptions remain a part of the file and are not disposed of after the court action.

P. Status of Property Items

1. When the status of property is questionable, the Court Property Unit clerk will initiate a Form 676, Status of Evidence and Property. The clerk will complete the top portion (Part I) and forward the Form 676 to the primary officer's unit commander.
2. The unit commander will ensure the affected officer completes Part II of the form and returns it to the Court Property Unit.